

#### Dear Agency:

The City of Shreveport is now accepting applications for grants from the City's Civic Appropriations Fund. The FY 2014-2015 Civic Appropriations Grant Applications and forms are on the City's website at <a href="https://www.shreveportla.gov">www.shreveportla.gov</a>.

You will find four different categories available to you. Please choose the one that best matches the goals of your program based on the criteria given. Categories are:

- ✓ Arts & Culture
- ✓ City Wide Community Enhancement programs in this category must be available city-wide
- ✓ Human Services
- ✓ Economic Development

APPLICATIONS SHOULD BE MAILED OR BROUGHT TO THE OFFICE OF THE MAYOR/CAO, 505 TRAVIS STREET, SHREVEPORT, LA. 71101, BY 5:00PM MONDAY, SEPTEMBER 8, 2014. SUBMITTALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED. THIS DEADLINE IS FIRM.

Having received a Civic Appropriations grant in the past does not guarantee a grant this year. The current economic situation underlines the tough decisions we must make. We will prioritize the grants based on the goals and mission of the City of Shreveport.

Thank you for what you do for the citizens of Shreveport. Should you have questions about the grant application process, please contact the Office of the Mayor at 318-673-5050.

Sincerely,

Cedric B. Glover, Mayor



# City of Shreveport Civic Appropriation Application

### PART I. APPLICANT INFORMATION

Name/Agency:	
Funding Request:	
Mailing Address:	
Physical Address:	
Phone:Email:	
Website:	
EIN (Federal Tax ID Number):	
Date Application Completed and Turned In:	
Executive Director:	
Chairman of the Board/President Name:	
Year Organization Founded:	
Check Which Best Applies to Your Request:	
Arts & Culture	Economic Development
City Wide Community Enhancement	Human Services

## A. ORGANIZATIONAL SUMMARY/PURPOSE OF GRANT

1. In the space below, provide your organization's Mission Statement.

2. Organization Description. Provide an overall description of your organization. (100 word maximum)
3. Describe your program or project and the goals of the program or project. Include
information on outreach initiatives and information on partnerships with other organizations that will enhance or expand the program or project. (100 word maximum)
4. Please clearly show all in-kind matches to your agency or organization. Please list the
donor and describe the in-kind match. Please list any cash matches to your organization.
PART II: NEED & IMPACT  1. In the space below, describe why your project or program is needed. Cite Sources and Evidence. Explain how it is not duplicated by other agencies or the City of Shreveport. (500 word maximum)

2. In the space provided, list the expected outcon are hoping to fund. (250 word maximum)	mes for the project/program that you
3. Explain why you believe the City of Shreveport (100 word maximum)	needs to fund this program or project.
Part III. ADMINISTRATION AND BUDGET Budget and Budget Narrative A. Complete the following using your most recesstatements.  1. Total Agency Revenues \$	

	Total Agency Expenses \$  Grant Request as a percentage of the Total Agency Revenue \$
В.	Explain how requested funds will be spent. In case of partial funding, how will the budget be modified? (100 word maximum)
C.	Describe the effectiveness of your fundraising efforts and address how your organization is working to increase its earned income. (250 word maximum)
D.	How will the success of the program/project be defined and measured? Describe your evaluation method and who will determine if the program/project was a success? (250 word maximum)
E.	Please list the names, qualifications and experience of your staff, especially as regards the program/project you wish to fund.

#### **APPLICATION CHECKLIST**

Completed Application (4 total. 1 original + 3 copies)
Attachment 1: Articles of Incorporation
Attachment 2: Current Certificate of Good Standing from the Secretary of State
Attachment 3: Letter Demonstration non-profit 501©(3) Status of the Federal Tax Code
Attachment 4: List of the agency's Board of Directors
Attachment 5: Annual Budget Adopted by the Board of Directors
Attachment 6: Financial Statement (Audit or IRS Form 990) for agencies with annual budgets of \$25,000 or more.
Attachment 7: Bylaws of the Agency
Attachment 8: Statement Indicating if City Funding will be used to Match Federal, State of Foundation Grant



# Request for Funding Application Guidelines

# PLEASE READ THESE APPLICATION GUIDELINES CAREFULLY. INCOMPLETE OR INCORRECTLY FILLED OUT APPLICATIONS WILL NOT BE CONSIDERED FOR CITY FUNDING.

#### ENTITIES ARE LIMITED TO ONE APPLICATION PER ORGANIZATION.

#### **Requests-Minimum & Maximum**

There is no minimum or maximum request for this grant cycle. Cash match is not required but strengthens an application. In-kind match is required and must be shown.

#### **Application Deadline**

Five copies of each application (one original and four copies) must be received by 5:00 PM Monday, September 8, 2014. Applications should be mailed or hand-delivered to the Office of the Mayor/CAO, 505 Travis Street, Shreveport, La. 71101. Each grant will be date/time stamped. Applications received after the deadline will not be accepted or reviewed.

#### Who May Apply/Eligibility Requirements

Grants are only available to agencies with 501(c)(3) tax-exempt status from the Internal Revenue Service. Agencies applying for Civic Appropriation Funding must also meet the following requirements:

- Be in existence for at least three years (all others should apply for NIP funding)
- Based in the City of Shreveport
- Governed by a Board of Directors that meets at least quarterly

#### Attachments to Include with the Application

- Articles of Incorporation
- Current Certificate of Good Standing from the Secretary of State
- Letter Demonstrating non- profit 501(c)(3) status of the Federal Tax Code
- List of the agency's Board of Directors

- Annual Budget adopted by the Board of Directors. This budget should clearly state if your organization is already receiving or has been approved for any other funding from the City of Shreveport.
- Financial Statement (audit or IRS Form 990) for agencies with annual budgets of \$25,000 or more
- Bylaws of the Agency
- Statement indicating if city funding will be used to match a federal, state or foundation grant. (This should specify if cash is on hand or is part of a pending request.)

#### **Evaluation Criteria**

**30%** Purpose of Grant: Goal of the program/project, description of the program/project **50%** Need & Impact: Description of need for services/program or project, expected outcomes, information stating program or project is not duplicated elsewhere, need for City of Shreveport to provide program/project.

**20%** Administration & Budget: How requested funds will be spent, evaluation process to measure success of program/project, qualifications & experience of staff.

#### **Ineligible Expenses**

- Capital expenditures
- Administration costs that are more than 15% of the organization's request to the City of Shreveport
- Deficit Reduction
- Costs Incurred before the effective date of the contract or after the grant period ends
- Competitions, fund-raisers, pageants or hospitality costs
- Individuals
- Operational Costs
- Administrative costs not associated with the project

#### **Grant Writing Tips**

- Use 12-point font
- Adhere to the word limits for each category
- **Be Specific**. Write in clear, simple language
- Use facts, not opinions. Present concrete statistics, plans, specific goals and evidence of research and planning. Cite sources where applicable.
- Clearly show in-kind and cash matches.
- The narrative and budget should consistently relate to one another
- **Proofread**. Have other people read a draft of the application. Does it make sense to them? Does it address the questions asked? Are all the attachments included?

#### **Application Review Process**

The City Council of the City of Shreveport will designate a five-person panel made up of a representative of the Community Foundation of North Louisiana, the United Way of Northwest Louisiana, the Louisiana Association of Nonprofit Organizations (LANO), a staff member from the office of the Shreveport City Council and a staff member from the Office of the Mayor to review the applications and make funding recommendations that will be presented to the City Council. This is a competitive process. Please remember that an application may or may not be funded, dependent on the number of applicants, the amount of money available, and the application's score based on the evaluation process. The acceptance of an application does not imply that it will be funded. All applicants will be notified and told whether they were funded.

25% of the amount of the grant will be given to winning organizations up front. The remaining 75% will be dispersed as documents are submitted to the city throughout the year. Winning agencies will be required to submit interim and final reports.